

# **City of Reedsburg**

## **Personnel Committee Minutes**

January 3, 2017

Present: Phil Peterson, Bill Finnegan, Dave Knudsen, Don Hull, Tiffany Schulte  
Others: Stephen Compton, Tim Becker

Chairman Phil Peterson called the meeting to order at 5:00 pm.

**Minutes: December 5, 2016**

**Motion by Don Hull, second by Bill Finnegan to approve the minutes. Motioned carried 5-0.**

### **I.A. Continued discussion of sick leave payout for qualified employees:**

#### **Current Sick Leave Cash Policy:**

- Retiring Employee
- Ten or more years with the City.
- Sick Leave Threshold – Currently is 1040 Hours and Employee can cash out up to 65 days (Hours) of accrued sick leave.
- Remaining accrual balance of Sick leave is lost.

The conversation switched back to the potential for Sick leave accrual - payout and about how the City might set in place a “Sick Leave Accrual - Pay Program. Discussion centered on allowing 50 hours to be cashed out for the employee who had received the maximum banked amount – 1040 hours. Employees earn a sick day a month or 12 in a year. [1 day = 8 hours so the 1040 hours (130 days) would be reached in 10 years]

**Motion by Don Hull, second by Bill Finnegan for the City Administrator to draft a “Sick Leave Pay Out” Policy Motioned carried 5-0.**

### **I.B Donated Sick Leave Policy.**

City Administrator presented different City Sick Leave donation policy's. The Personnel Committee reviewed other community policy.

- Most Committee Members like the donated leave version that has request forms and checklists. Can donate up to a certain amount but must maintain a sick leave bank of personal sick leave. Any sick leave that is not used by the “Receiving Employee” can be returned to the donating employee.

**Motion by Tiffany Schulte, seconded by Don Hull for City Administrator to develop an “Employee Donated Sick Leave Policy”. Motioned carried 5-0.**

### **I.C. Employee Benefit Review (City Administrator Work Plan).**

City Administrator provided information about a study of employee benefits that is just being started using the TRICOR (City Broker). This study will take some time and is in preparation for the 2018 Budget Year.

## **II. Closed Session - Communications Center – Dispatcher Wages.**

**Motion by Don Hull, second by Bill Finnegan to go into closed session. Motioned carried 5-0.**

The City Administrator and Chief of Police provided a briefing on the current wages and vacant positions in the Police - Communications Center. A review of Dispatcher wages was presented and circumstances surrounding recruitment and training. (Copy of Handout Included)

**Motion by Don Hull, second by Tiffany Schulte to come out of closed session. Motioned carried 5-0.**

**Motion by Don Hull, second by Bill Finnegan to recommend to the City Council a change in hourly wage of \$2.00 for each Dispatcher in the Communications Center. Also a range of Dispatcher Wages will be recommended. Motioned carried 5-0.**

## **III. Adjourn:**

**Moved by Bill Finnigan, second by Tiffany Schulte to adjourn. Motion carried 5-0. Meeting adjourned at 5:55 pm.**

Respectfully submitted,

Stephen P. Compton  
City Administrator